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Plus 3

CONFIDENTIAL

MEMORANDUM FOR: [redacted] LSD/OL 25X1

THROUGH: Chief, Logistics Services Division, OL

SUBJECT: Commendation

1. While you were a member of the Office of Logistics Planning Staff during most of 1962, you were assigned additional responsibilities [redacted] In this 25X1
capacity, your primary functions were the development of a master plan for completion and occupancy of the building [redacted] 25X1
coordination of solutions to problems that arose in connection with the plan. As you know, the original date for completion was planned [redacted] but this date had to be changed in the national interests to [redacted] The plan that you developed must be credited, to a large degree, as the vehicle which made the December 1962 date realistic. Additionally, your identification of, and proposed solutions to, problems that developed during implementation of the plan contributed significantly to maintenance of the revised schedule. 25X1 25X1

2. I wish to take this opportunity to commend you for your outstanding performance of duties as logistic planner and coordinator for the completion and occupancy [redacted] The manner in which you executed your responsibilities and handled all personal contacts involved reflected credit upon the Office of Logistics. 25X1

3. The completion of [redacted] on the very tight schedule planned should provide you with a deserved sense of satisfaction for a job well done. 25X1 25X1

4. I am routing this memorandum through your immediate supervisor for the purpose of making it a part of your permanent personnel record.

JAMES A. GARRISON
Director of Logistics

[redacted]

16 Jan 62

Exempt 1 [redacted]

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